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2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

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English only

New York, 27 April-22 May 2015

Information for States parties, observer States and intergovernmental organizations

Summary

The present document provides preliminary information for participants in the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons (hereinafter "Review Conference"). Additional information will be provided closer to the date of the event.

Documentation and other information, as it becomes available, will be posted on the website of the Review Conference (www.un.org/en/conf/npt/2015/).

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I. Dates and venue

1. In accordance with a decision taken at the second session of the Preparatory Committee of the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, the Review Conference will be held in New York from 27 April to 22 May 2015.

2. The general debate will begin on Monday, 27 April, at 10:30 a.m. in the General Assembly Hall at United Nations Headquarters.

II. List of speakers and general debate

3. The list of speakers for the general debate will be open as from 6 April 2015. States parties wishing to inscribe the names of their representatives on the list of speakers for the general debate are invited to contact Mr. Hong Tan of the Secretariat, room S-3164, tel: 1 212 963 7062, fax: 1 917 367 1767. Speakers' lists for the main committees will be opened at a later stage during the Conference.

4. Given that a large number of States parties are expected to take part in the general debate, the President-designate has indicated that it would be highly desirable for statements not to exceed five minutes so that the general debate can be completed within the envisaged time frame. Representatives speaking on behalf of a group of States are encouraged to deliver statements that do not exceed eight minutes.

5. Delegations are encouraged, whenever possible, to send an electronic copy of their statements, as early as possible in advance of delivery, to papersmart3@un.org. The statements will be available to view and download from the PaperSmart portal upon delivery. The Secretariat kindly requests delegations to provide only 25 hard copies of official statements for the technical services. The United Nations does not provide photocopying services.

III. List of participants

6. With respect to the list of participants, States parties, observer States and intergovernmental organizations are kindly requested to provide information in writing, by no later than 6 April 2015, on the composition of their delegations at the session. This information should be sent to the Secretary-General of the Review Conference, Mr. Thomas Markram, Office for Disarmament Affairs, United Nations, Room S-3149, New York, N.Y. 10017, United States of America.

7. To facilitate the preparation and early distribution of the list of participants, it is requested that the composition of the delegations also be made available in electronic format (Microsoft Word or similar format) by e-mail to Ms. Lucia Andaya of the Secretariat (andaya@un.org) by no later than 6 April 2015.

IV. Registration procedures

8. Reference is made to the registration of members of delegations of participating States, specialized agencies, as well as intergovernmental

organizations accredited to the United Nations and those invited by the Secretariat but not accredited to the United Nations. Requests for grounds passes must be submitted to the Protocol and Liaison Service by no later than Friday, 10 April 2015.

9. Permanent missions and liaison offices in New York are required to submit their requests using the online accreditation system "eAccreditation" (http://eaccreditation.un.int). Information regarding the "eAccreditation" can be found at www.un.int/protocol.

10. United Nations accredited intergovernmental organizations without an office in New York and those invited by the Secretariat but not accredited to the United Nations are required to follow the procedure below:

(a) Submit a letter to the Chief of Protocol, stamped and signed by the head of the organization, with the names and functional titles of the delegation attending the Conference. In addition, the letter must include a name and an e-mail address of the focal point making the request;

(b) Attach an SG.6 form for each member of the delegation (available from www.un.int/protocol, under "Forms");

(c) Send the above-mentioned letter and form or forms to the Protocol and Liaison Service at room S-0201 or by fax to 1 212 963 1921.

Once the accreditation requests have been approved by Protocol, the focal point will receive the approval notifications via e-mail. Each notification bears a unique reference number. The focal point must ensure that members of the delegation are given a printed copy of their respective approval notification before arriving in New York.

11. To gain access to United Nations Headquarters, accredited delegates will be required to go to the United Nations Pass and Identification Unit (located on the ground floor of the UNITAR Building, at East 45th Street and First Avenue, tel: 1 212 963 7533) with a printed copy of their approval notification and a government photo identification or passport for their grounds pass to be issued.

12. Registration must be in accordance with the names provided in the official letter sent to the Secretary-General of the Review Conference notifying the composition of the delegation (see para. 6 above).

V. Documentation

13. The Review Conference will be a Paper Smart session, meaning that there will be limited circulation of hard copies of documents and no circulation of hard copies of pre-session documents. All documents and all statements for the Review Conference will be made available on its website (www.un.org/en/conf/npt/2015/).

14. Pursuant to the guidelines of the General Assembly on the submission of documentation (in particular, Assembly resolutions 52/214, 53/208 and 59/265), documents submitted by States parties should not exceed 20 pages (10,700 words). It is strongly recommended, however, that documents not exceed five single-spaced pages (2,650 words) to reduce costs, facilitate translation and ensure timely issuance.

15. Given the special circumstances under which the Review Conference and its Preparatory Committee work, States parties are strongly urged to submit pre-session documentation, including reports and lengthy working papers, to the Secretariat up until seven weeks before the start of the Review Conference and by no later than 9 March 2015 to facilitate translation into the official languages and issuance two weeks prior to the session. To comply with these requirements, delegations are encouraged to provide only new information when submitting reports. States parties are requested to submit documents in Microsoft Word to Ms. Bertha Ortiz (ortiz1@un.org) of the Secretariat. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Secretariat.

VI. Side events

16. The space available for holding lunchtime side events during the Review Conference is limited. States and organizations planning to hold a side event utilizing United Nations facilities can, however, apply for consideration by completing the side event request form, which is set out in the annex to the present document, and submitting it to Ms. Junko Hirakawa (hirakawa@un.org) by no later than 27 March 2015.

VII. Exhibitions

17. Those States and organizations wishing to organize an exhibition during the third session are kindly requested to contact Ms. Cassandra Price Taveras (pricec@un.org) by no later than 13 March 2015. The availability of facilities is not guaranteed and applications will be considered taking into account the needs and requirements of the applicant. It should be noted that e-mail submissions only become valid upon acknowledgement of receipt from the Secretariat.

VIII. Secretariat

18. The Secretariat may be contacted by telephone (1 212 963 7062).

19. A provisional list of Secretariat officials is provided below.

Area of responsibility	*Name*	*Telephone No.*
Overall management and coordination; support to the President of the Review Conference	Mr. Thomas Markram Secretary-General	1 212 963 0386
Organizational aspects of conference servicing, room allocations, liaison with the Department for General Assembly and Conference Management, the Department of Safety and Security and Protocol	Mr. Valere Mantels Deputy Secretary-General	1 917 367 9254
NGO activities	Ms. Soo-Hyun Kim	1 917 367 3596
Side events for States parties	Ms. Junko Hirakawa	1 212 963 3031
Exhibitions	Ms. Cassandra Price Taveras	1 212 963 1523
Documentation	Ms. Bertha Ortiz	1 212 963 0846
Speakers' lists	Mr. Hong Tan	1 212 963 7062
List of participants	Ms. Lucia Andaya	1 212 963 0386

IX. Accessibility services for persons with disabilities

20. The United Nations has established an accessibility centre located at level 1B of the Conference Building, reachable by the Secretariat escalators, as a part of the conference servicing facilities of the Department for General Assembly and Conference Management. It is aimed at enabling greater participation of persons with disabilities in intergovernmental processes and meetings at the United Nations. State-of-the-art assistive technologies for persons with visual, audio and mobility impairments are available at the Centre. The devices include desktop magnifiers, screen readers, braille and other assistive keyboards, portable DAISY players, hearing aids, bone conduction headsets, specialized mouse, braille note takers and so forth. It will also be possible to charge wheelchairs at various locations in the conference facilities. Trained staff will be available to provide assistance on using the devices at the Centre.

21. As part of measures to make the United Nations more accessible for persons with disabilities, the *Journal of the United Nations* has been made accessible via screen readers for persons with visual impairments. Security Council and General Assembly verbatim records are also being made screen reader friendly. Many parliamentary documents are made accessible upon request. To facilitate the identification of such a document, each of them bears an accessibility logo. The PaperSmart meetings servicing portal is compliant with the Web Content Accessibility Guidelines. Braille prints are made available on request in the six official languages of the United Nations.

Annex

2015 NPT Review Conference lunchtime side event request form (States parties/intergovernmental organizations only)

This form must be returned by e-mail to Ms. Junko Hirakawa (hirakawa@un.org) by **27 March 2015.**
Late and/or incomplete applications will not be considered under any circumstances.

Part A. Information about side event and organizer

Please fill out the information exactly as you would like it to appear on the programme of side events.

1. **Title of the side event**	
2. **Organizing State(s)/ intergovernmental organization(s)**	
3. *(If any)* **Co-organizers**	

Part B. Contact information

The designated contact persons on this request form shall be considered the only authorized persons to make changes to the original request.

4. **Main contact person**	**Name:**	
	Tel.:	**E-mail:**
5. **Alternate contact person**	**Name:**	
	Tel.:	**E-mail:**

Part C. Schedule preference

All side events shall be held at lunch hour, beginning at ***1:15 p.m.*** *and finishing* ***by 2:30 p.m.***

Side event organizer must adhere to the time allocated for its event and ensure that the room is left in a clean and orderly manner by ***2:45 p.m.***

6. **Brief description of the event**				
7. **Preferred date and time**	**First choice date:**	**Time:**	From	To
	Second choice date:	**Time:**	From	To
8. **Preferred room capacity** *(check one)*	☐ Less than 50 people	☐ More than 50 people		

Part D. Request for technical equipment and services

Side event organizers can request technical equipment and services for their events. These services have costs associated with them which organizers must be prepared to cover. Please note that we are unable to provide any computers.

9. **Technical equipment and services**	☐ Microphones ☐ Projector ☐ Screen ☐ VGA connector ☐ Other (please specify) ( ) For availability of any technical equipment/services and their cost estimate, please contact Mr. Nagy Nasr (e-mail: nasrn@un.org, tel: 1 212 963 2783, mobile: 1 917 912 7105).

By submitting this request form, you shall be deemed to have accepted the following terms and conditions:

(a) Side event must be open to all participants in the 2015 NPT Review Conference;

(b) Side event organizers shall be responsible for ensuring access to the United Nations premises by their event participants. The United Nations Office for Disarmament Affairs will not facilitate these arrangements;

(c) Side event organizers shall be responsible for delivering, storing, distributing and removing their materials for their events. The United Nations will not receive or store any materials on behalf of side event organizers;

(d) United Nations interpretation services are not available for side events;

(e) Side event organizers shall be responsible for publicizing their events;

(f) Catering services must be arranged directly with the CulinArt Group (tel: 1 212 963 7622, website: https://unitednations.catertrax.com);

(g) Confirmation of the programme of NPT side events would place after the deadline. The United Nations will not respond to any request for earlier confirmation. All communication will be directed to the designated contact persons only;

(h) Side event organizers shall assume full financial responsibility for event-related costs, risks and damages;

(i) The United Nations may withdraw its confirmation of side events at any time and without incurring any liability in the event of extraordinary unforeseen circumstances.